

## Vacancy Announcement #P00-277 CRJ

### **VACANCY ANNOUNCEMENT**

**POSITION:** Personnel Management Specialist, GS-201-12/13

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Office of Management, Personnel Division  
Washington, DC

**NOTES:** Security Clearance Required

More than one position may be filled from this announcement in any Operations Branch

**OPENING DATE:** July 18, 2000      **CLOSING DATE:** August 18, 2000

**AREA OF CONSIDERATION:** Government-wide in the Washington, DC commuting area

**MAJOR DUTIES:** The incumbent works independently on a team of personnel specialists and assistants performing the full range of staffing and related operational functions including an understanding of classification and its relationship to staffing. Services a diverse group of occupations in professional, technical, law enforcement and administrative positions. Administers ATF Merit Promotion Plan to ensure a fair, equitable, and systematic means of identifying, considering, and selecting candidates for career opportunities based on merit principles and in support of Affirmative Action goals. Provides advisory services to management in the development of staffing methods, recruiting sources and methodology, merit systems for placement and promotion activities, probationary practices, and staffing regulations. Conducts qualification analysis, job analysis, assessment and evaluation. Develops rating criteria for rating plans to determine the best-qualified applicants. Convenes panels of subject matter experts who are responsible for applying content validated crediting plans for rating applicants. Comments on proposed legislation and regulations affecting personnel operations and represents ATF at meetings and conferences.

**QUALIFICATION REQUIREMENTS:** All applicants must have had one (1) year of specialized experience equivalent to the next lower grade in the Federal Service. The quality, type and scope of experience and training must show that the applicant is fully qualified to perform the duties required of the position. All applicants must meet qualification requirements within thirty (30) days after the closing date of the announcement.

**SPECIALIZED EXPERIENCE:** Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

**EVALUATION METHODS:** All applicants will be evaluated and given points on relevant experience, education, training and self-development within the past five years; Quality Step Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion Awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will

be used as the basis for determining the best qualified applicants.

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### **SUPPLEMENTAL EXPERIENCE STATEMENT**

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of Federal employment rules, regulations, practices and merit principles to apply policies and regulatory requirements to recruitment, selection, placement and other components of personnel.
2. Demonstrated ability to analyze jobs to identify the knowledge, skills and abilities required for effective work performance; analyze, interpret and apply qualification standards; develop rating schedules and crediting plans; and, rate and rank candidates under the terms of a merit promotion plan.
3. Ability to gather facts, analyze and evaluate data to develop recommendations and/or devise practical solutions to personnel management issues and problems.
4. Ability to effectively meet and deal with management to provide technical personnel consultation and to cultivate mutual cooperation and understanding of human resource initiatives.
5. Ability to communicate and interact with a variety of individuals on sensitive or controversial topics through written documents, correspondence, reports and presentations to groups or one-on-one situations.

### **CONDITIONS OF EMPLOYMENT**

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
  - ☐ A pre-employment drug test is required.
  - ☒ A pre-employment background investigation is required.
  - ☒ Incumbent must be a U.S. citizen.
  - ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
  - ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
  - ☐ Other:
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### **GENERAL INFORMATION**

1. Applications will not be returned to applicants.
2. Applications must be received by the postmark date of this announcement.

### **HOW TO APPLY:**

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at WWW.USAJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement of the position for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, and number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Race /National Origin Identification (SF-181). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees – SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.
- ☒ Promotion potential to GS-13.
- ☐ Other:

**NOTE: DEPARTMENT OF TREASURY SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:** If you are currently a career or career-conditional Treasury employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under Treasury's Career Transition Assistance Program (T-CTAP). You must:

1. Still be employed by the Treasury Department, and the date of the notice has not expired.

2. Submit a copy of the RIF or CES separation notice along with your application.

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3. Apply for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
4. Have a current (or last) performance rating of record of at least fully successful or equivalent.
5. Currently be employed by Treasury in the same commuting area as the position for which you are requesting priority consideration.
6. File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation.)
7. Be rated well qualified for the position. To be well qualified, you must meet the mid-level range of the crediting plan for all factors.

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (I-CTAP). If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (I-CTAP). To receive this priority consideration you must:**

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, Standard Form 50, Notification of Personnel Action (SF-50), stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    - 1) Received a specific RIF separation notice (You must submit a copy of your SF-50 stating you were separated by RIF.); or
    - 2) Separated because of compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place (You must submit a copy of a letter from your former agency certifying that it could not find employment for you back in the agency within 1 year after being on workers' compensation.); or
    - 3) Retired with a disability and whose disability annuity has been or is being terminated (You must submit: a copy of the OPM letter stating that your disability annuity is being terminated because you have been certified as fully recovered or your earnings have reached or exceeded the amount requiring cancellation of your annuity **AND** a copy of a doctor's statement certifying that you are fully recovered and ready to return to work.); or
    - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF. You must submit a copy of your SF-50 that indicates "Retirement in lieu of RIF"; or
    - 5) Retired under the discontinued service retirement option (Submit a copy of your SF-50 that indicates "Retirement in lieu of RIF"); or
    - 6) Were separated because they declined a transfer of function or directed reassignment to another commuting area. (You must submit a copy of your SF-50 indicating that you were separated because you declined a transfer of function or directed reassignment to another commuting area); **OR**
  - B. Be a former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code. (You must submit a copy of your eligibility letter from the National Guard or Military Reserve.)
    - 1) Be applying for a position at or below the grade level of the position from which you have been

separated. The position must not have a greater promotion potential than the position from which you were separated.

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- 2) Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
- 3) Occupy or have been displaced from position in same local commuting area of position for which you are requesting priority consideration.
- 4) File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation)
- 5) Be rated well-qualified for the position (to be well-qualified, you must meet the mid-level range of the crediting plan for all factors).

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Position Management Branch  
Attention: Cheryl Jenkins  
Washington, DC 20226  
(202) 927-6489  
Telecommunications Device for the Deaf (202) 927-7941

TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES IN BUREAU OF ALCOHOL, TOBACCO AND FIREARMS, CALL (202) 927-8423.

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.**